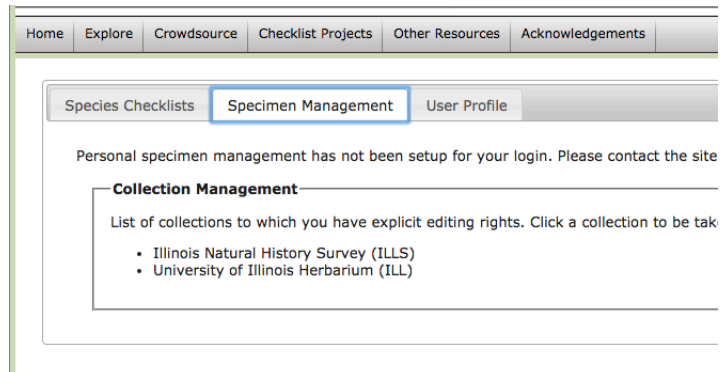


Batch Georeferencing

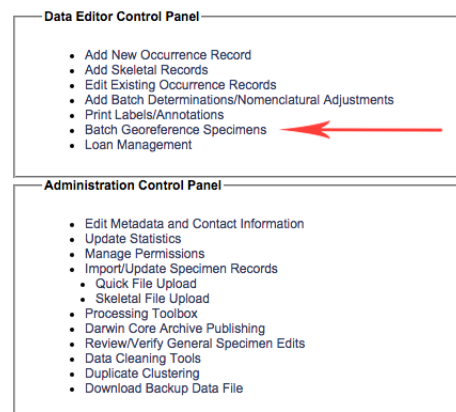
Batch Georeferencing should be done after images have been uploaded and fully transcribed.

1. Log onto <http://mycoportal.org/portal/index.php> with credentials.
2. Go to My profile, select Specimen Management, and select your collection. (Only one collection can be managed at a time.)

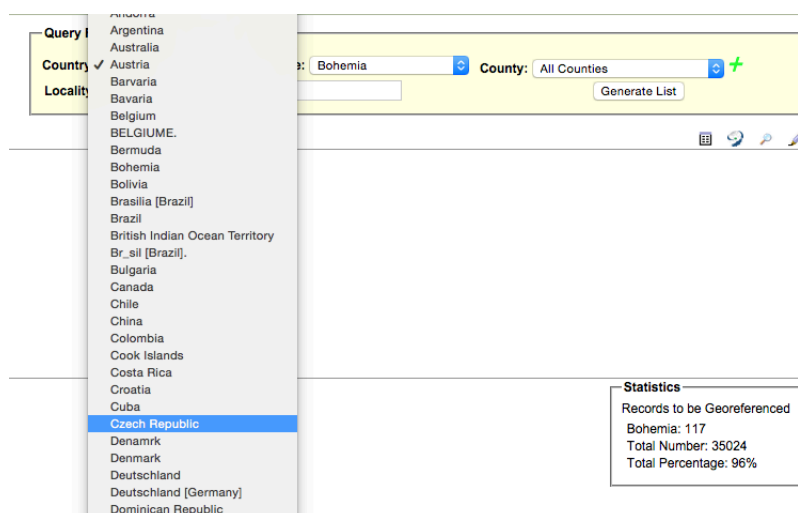


3. Underneath Administration Control Panel, select Batch Georeference Specimens.

University of Illinois Herbarium (ILL)




4. Select the country you wish to batch georeference.



5. Hit "Generate List."

Query Form

Country: State: County: 

Locality Term:

Generate List





6. Select the locality you wish to georeference.

University of Illinois Herbarium



Home >> Control Menu >> Batch Georeferencing Tools

Return Count: 24





Tetschen [1]
 Zinnwald [1]
 Bohemia; Billina [3]
 Bohemia; Dittersbach [1]
 Bohemia; Eulau [2]
 Bohemia; Jilová [2]
 Bohemia; Kaplice [1]
 Bohemia; Libouchec [4]
 Bohemia; Most [3]
 Bohemia; Osek [1]
 Bohemia; Roudnice nad Labem [4]
 Bohemia; Ústí nad Labem [5]
Bohemia; Zinnwald [8]
 Bohemia; Karlovy Vary District; Carlsbad [= Karlovy Vary] [1]
 Olomouc; Prostějov, Ad Pivín [1]

	Deg.	Min.	Sec.		Decimal
Latitude:	<input type="text"/>	<input type="text"/>	<input type="text"/>	N 	= <input type="text"/> 
Longitude:	<input type="text"/>	<input type="text"/>	<input type="text"/>	W 	= <input type="text"/>
Error (in meters):	<input type="text"/>			Datum:	<input type="text"/> 
Footprint WKT:	<input type="text"/>				
Sources:	<input type="text" value="georef batch tool 2015-07-28; GeoLocate"/>				
Remarks:	<input type="text"/>				
Verification Status:	<input type="text" value="reviewed - high confidence"/>				
Elevation:	<input type="text"/>	to	<input type="text"/>	meters	<input type="text"/>
					to <input type="text"/> feet
<input type="button" value="Update Coordinates"/>			Georeferenced by: <input type="text" value="elippoldt"/>		

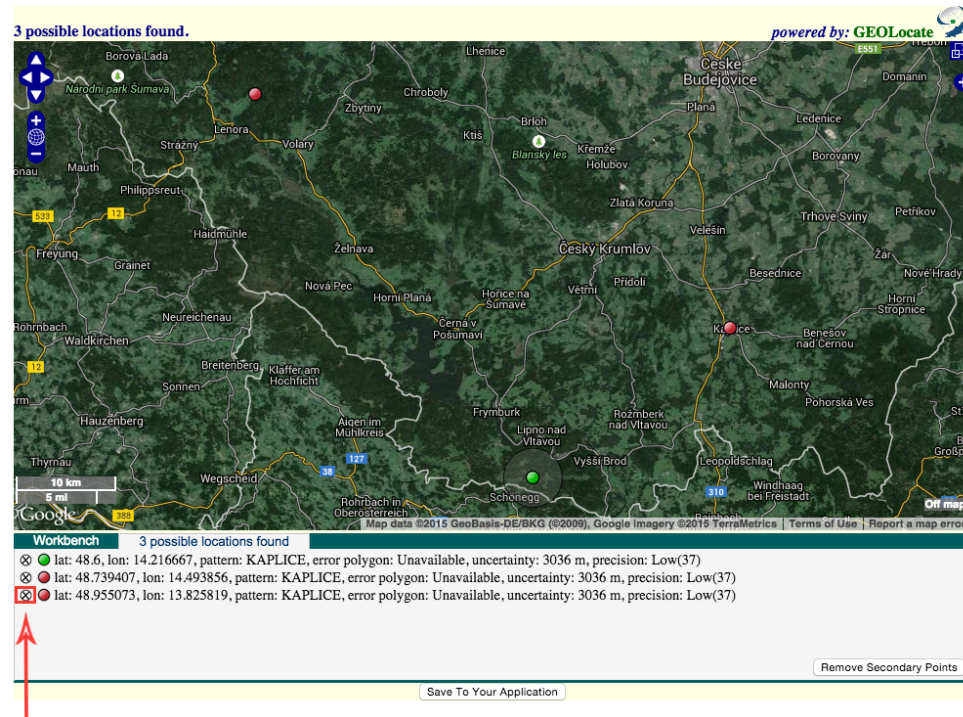
7. Hit the swirled Geolocate Locality button from the bar on the upper right.

:  

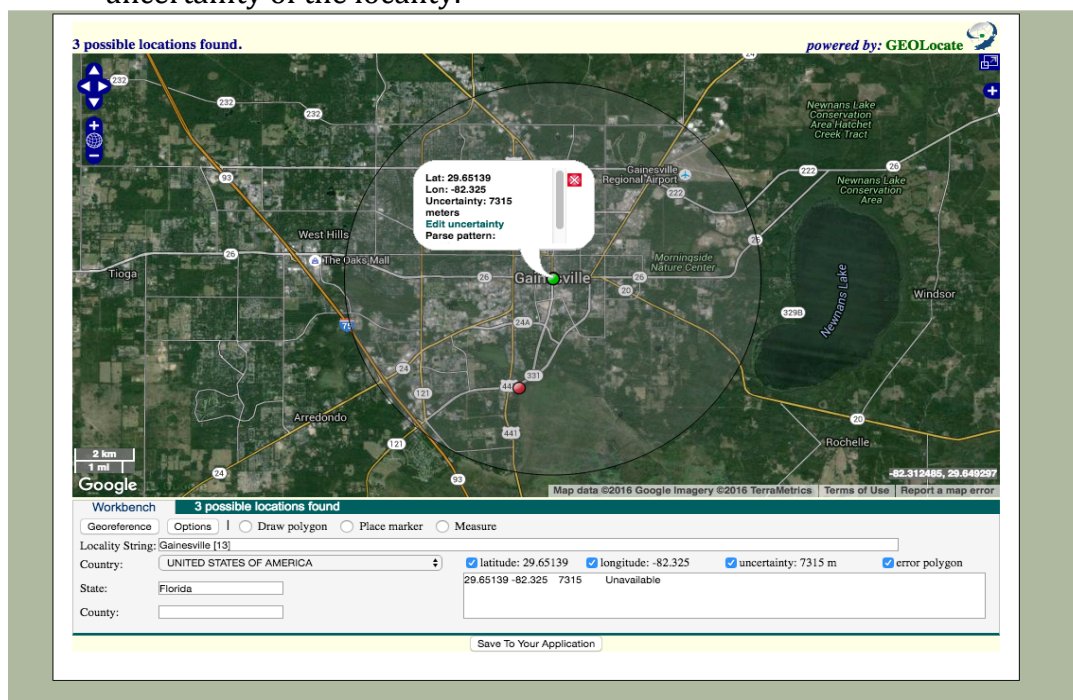
Generate List

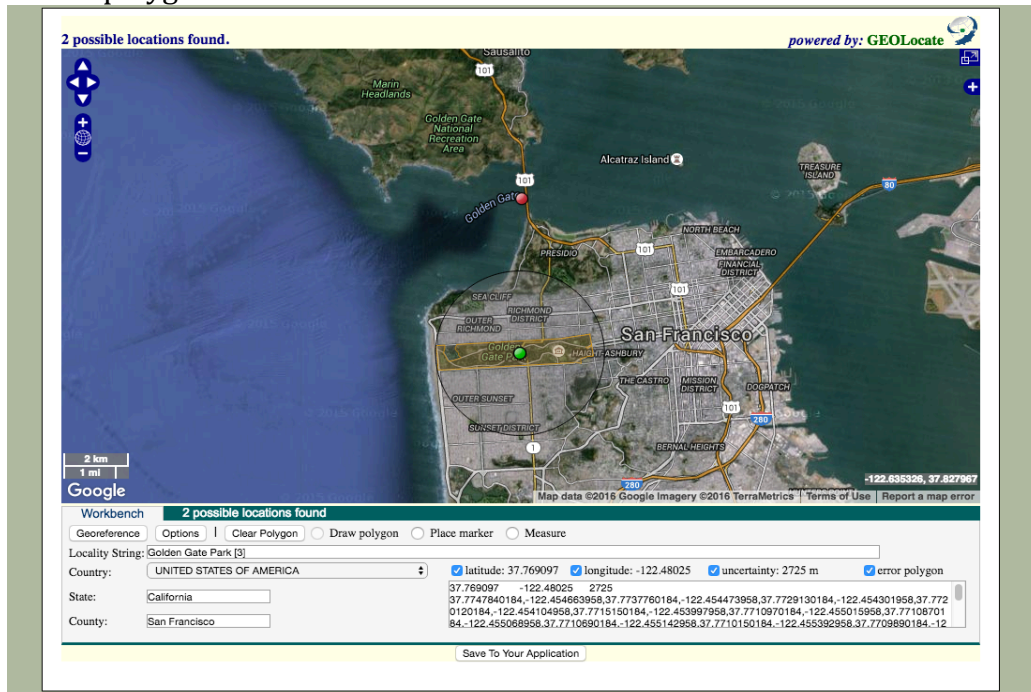
8. This will open a new window with Google Maps. The map should automatically place a "marker" in the specified locality.
- Occasionally there will be multiple locations. Select them one by one and view it on the map to determine if they are plotted near the locality. If they are incorrect, hit the circled X button to remove them from the list. Do this until you have your determined correct locality.



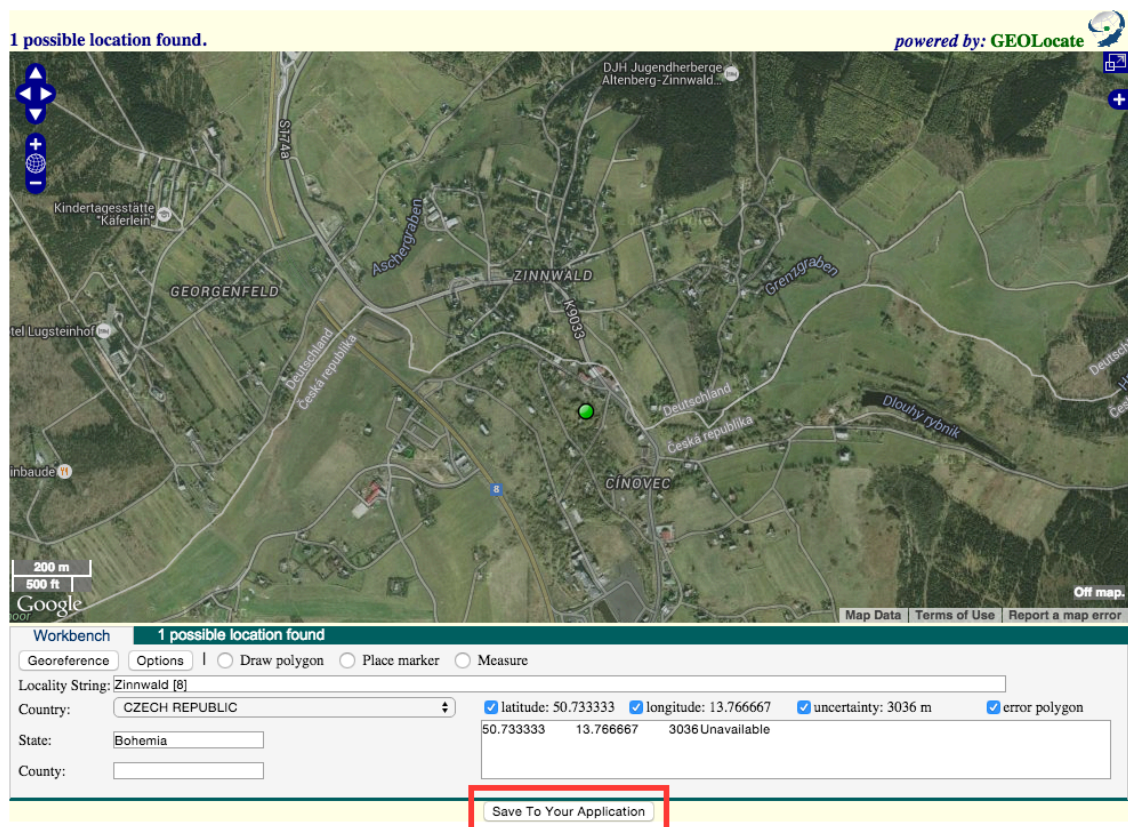
- b. From here, you can zoom in and out to confirm that the location is correct, click and drag the marker to move it to a different location, and edit the uncertainty of the locality.



- c. Sometimes, the GeoLocate tool will automatically create a “polygon” that contains the locality. This is usually more accurate than only using the uncertainty feature. You can also create your own polygon using the “Draw polygon” function if desired.



- d. Once you have determined that this location matches the locality of the specimens, hit Save to Your Application.



9. Hitting Save to Application will plot the coordinates into the previous page.
 - a. Check throughout the list to determine matching localities which may be misspelled or have a slightly modified description
 - b. If identical localities are determined, highlight them with the Shift or Control button.
 - c. In the Datum field, enter WGS84
 - d. Hit Update Coordinates to apply this location to all the specimens of the selected locality.

University of Illinois Herbarium

Home >> Control Menu >> Batch Georeferencing Tools

Return Count: 20

Montes Jeseniky, Moravia [1]
 Olomouc [1]
 Riesengebirge [1]
 Tetschen [1]
 Zinnwald [1]
 Bohemia; Bilina [3]
 Bohemia; Dittersbach [1]
 Bohemia; Kaplice [1]
 Bohemia; Libouchec [4]
 Bohemia; Most [3]
 Bohemia; Osek [1]
 Bohemia; Roudnice nad Labem [4]
 Bohemia; Ústí nad Labem [5]
 Bohemia; Karlovy Vary District; Carlsbad [= Karlovy Vary] [1]
 Olomouc; Prostějov, Ad Pivín [1]

	Deg.	Min.	Sec.	Decimal
Latitude:	<input type="text"/>	<input type="text"/>	<input type="text"/>	N <input type="text"/> = 48.955073
Longitude:	<input type="text"/>	<input type="text"/>	<input type="text"/>	W <input type="text"/> = 13.825819
Error (in meters):	<input type="text"/> 3036			Datum: <input type="text"/>
	meters			
Footprint WKT:	<input type="text"/>			
Sources:	<input type="text"/> georef batch tool 2015-07-28; GeoLocate			
Remarks:	<input type="text"/>			
Verification Status:	<input type="text"/> reviewed - high confidence			
Elevation:	<input type="text"/>	to	<input type="text"/>	meters <input type="text"/> to <input type="text"/> feet
<input type="button" value="Update Coordinates"/> Georeferenced by: <input type="text"/> elippoldt				

10. At the end of each day of georeferencing, you will need to change the processing status of the records that you edited.
 - a. Go to My profile, select Specimen Management, and select your collection.

[Home](#)
[Explore](#)
[Crowdsourcing](#)
[Checklist Projects](#)
[Other Resources](#)
[Acknowledgements](#)

[Species Checklists](#)
[Specimen Management](#)
[User Profile](#)

Personal specimen management has not been setup for your login. Please contact the site

Collection Management

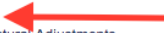
List of collections to which you have explicit editing rights. Click a collection to be taken

- Illinois Natural History Survey (ILLS)
- University of Illinois Herbarium (ILL)

b. Select Edit Existing Occurrence Records

University of Illinois Herbarium (ILL)

Data Editor Control Panel

- Add New Occurrence Record
- Create New Records Using Image
- Add Skeletal Records
- Edit Existing Occurrence Records 
- Add Batch Determinations/Nomenclatural Adjustments
- Print Labels/Annotations
- Batch Georeference Specimens
- Loan Management

- c. In Processing Status, enter Stage 2 (this is important so that any records that are marked Expert Required are not lost). In Custom Field 1, enter Georeferenced By, CONTAINS, and your username. Then press Display Table.

University of Illinois Herbarium (ILL)


Record Search Form

Collector: Number: Date:

Catalog Number: Other Catalog Numbers:

Entered by: Date entered: Date modified:

Processing Status: ☐ With images ☐ Without images Exsiccati ID (ometid):


Custom Field 1: Georeferenced By 

Sort by:


[Home](#) >> [Collection Management](#) >> [Editor](#)

- d. Now, press the pencil above the table. Field name should say "Processing Status," Current Value should say "Stage 2," and New Value should say "Stage 3." Then press Batch Update Field to finish. Repeat this step for Current Values of "Unprocessed" and "Stage 1." It is important not to edit the processing status of records that are "Expert Required."

Batch Update

Field name: 

Current Value:

New Value: 

☒ Match Whole Field
☐ Match Any Part of Field

11. You've successfully batch georeferenced specimens!

Tips:

- Occasionally a locality will not be geolocated unless the state is added in the locality field. For example, the locality "Glovenville" needs to be entered as "Glovenville, New York" (spelled out, without abbreviations) for the georeferencing to be successful, even if New York is already written under State/Province.

- Georeferencing can also be done within each individual record. For localities that occur only once, using this function also allows you to double check the information to make sure it is correct.
 - Select the locality you wish to georeference.

University of Illinois Herbarium

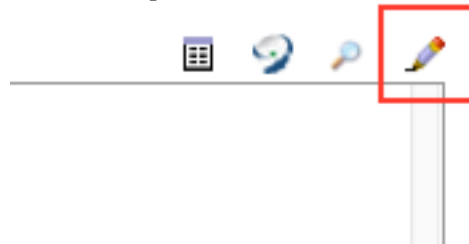
Home >> Control Menu >> Batch Georeferencing Tools

Return Count: 24

Tetschen [1]
Zinnwald [1]
Bohemia: Bilina [3]
Bohemia: Dittersbach [1]
Bohemia: Eulau [2]
Bohemia: Jilové [2]
Bohemia: Kaplice [1]
Bohemia: Libouchec [4]
Bohemia: Most [3]
Bohemia: Osek [1]
Bohemia: Roudnice nad Labem [4]
Bohemia: Ústí nad Labem [5]
Bohemia: Zinnwald [8]
Bohemia: Karlovy Vary District; Carlsbad [= Karlovy Vary] [1]
Olešnice; Přestýšov, Ad Pivín [1]

Deg.	Min.	Sec.	Decimal
Latitude: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Longitude: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Error (in meters):		Datum:	<input type="text"/>
<input type="text"/>		<input type="text"/>	
Footprint WKT: <input type="text"/>			
Sources: <input type="text"/>			
Remarks: <input type="text"/>			
Verification Status: <input type="text"/>			
Elevation: <input type="text"/> to <input type="text"/> meters <input type="text"/> to <input type="text"/> feet			
<input type="button" value="Update Coordinates"/>		Georeferenced by: <input type="text"/>	

- Select the pencil from the bar on the upper right



- In the Locality box, select the swirled Geolocate Locality button. Follow Step 8 to find the locality. Make sure that the Datum field says WGS84, then save the record and exit.

Locality			
Country	State/Province	County	Municipality
USA	Ohio	Lorain	Oberlin
Locality			
Arboretum.			
<input type="checkbox"/> Locality Security			
Latitude	Longitude	Uncertainty ?	Datum ?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Elevation in Meters		Verbatim Elevation	
<input type="text"/> - <input type="text"/>		<input type="text"/>	